

Statewide Image Users Group

Minutes

DATE: 10/17/07 TIME: 9:00AM LOCATION: 100 N. 15th Ave. Rm 203

AGENDA:

1. Introductions – Lori Masseegee
2. User Group Mission/Goals...Updates
3. ASLAPR Updates – Lisa Maxwell, Richard Pierce-Moses
5. Centralized Documentation - ASLAPR
6. November Meeting Location
7. Rundtable

NOTES:

1. ASLAPR and GITA are working together to create a single checklist that will lead potential users through both the ASLAPR process of gaining approval for proposed Imaging systems and the GITA PIJ requirements.
 - a. The “Cookbook” will include proposed ASLAPR initiatives for simplifying the approval request process.
 - b. Possible changes include the ability to use PIJ approval as ASLAPR approval for specific types of records, thus eliminating the need to go through two separate systems.
2. An excellent discussion occurred regarding the tie between imaging/document management and business continuity. There have been several mandates, both federal and State, which require the continuity of government operations in the case of catastrophic events. Imaging is one tool that allows rapid access to critical business data from diverse locations.
3. The group brainstormed about the new User Group website: www.lib.az.us/records
 - a. The site is up and running with basic meeting-related information.
 - b. We would like to see a location for white papers and case studies, links to relevant websites (i.e. GITA), analysis tools, checklists, lessons learned,

efficiencies gained through imaging, a location for Frequently Asked Questions, etc.

- c. Requests for how to perform imaging-related Return on Investment studies, cost analysis/avoidance and planning tools was also discussed.
4. What are “Best Practices”? The term is very broad, but the goal to identify “Best Practices” is our group’s number one goal! We identified several areas that will need to be addressed:
- a. Maximizing the inclusion and capture of “born digital” information
 - b. Identifying and incorporating the capabilities of web-based processes (i.e. fill in forms that drop directly in to a workflow)
 - c. The capture of mainframe generated output. How can we utilize the reporting capabilities of the mainframe and eliminate the need to print and capture those outputs in images?

Although some “Best Practices” are universal for imaging (i.e. maximize the use of electronically created data). each project will require analysis to determine the best practices and to identify the appropriate course of action for an organization.

- d. Workflow and system capabilities
5. There was no update immediately available from SPO on the new Imaging Services RFP. Lori followed with Stacy Ingalls later in the day and confirmed that the RFP is still pending.
1. We are interested in having different groups sponsor future Image User Group meetings. This will allow the group to tour imaging facilities and receive information directly from the experts! If you would like to host a meeting, please contact Lori Masegee.